



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, August 27, 2008
<b>POSITION TITLE:</b>	Regional Administrator - Bakersfield, Division of Correctional Health Care Services	<b>FINAL FILING DATE:</b>	Tuesday, September 16, 2008
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	08272008_3

### POSITION DESCRIPTION

RECRUITING FOR 3 POSITIONS (SACRAMENTO, BAKERSFIELD, AND RIVERSIDE)

VACANCY CURRENTLY LOCATED AT:

BAKERSFIELD (Central Region)

PENDING APPROPRIATE APPROVALS AND BUDGET AUTHORITY

Under the administrative direction of the Director, Health Care Operations, the Regional Administrator is responsible for the administration of a very large, complex and sensitive health care delivery system within a major geographic area of the State. The Regional Administrator has direct line management responsibilities for all regional health care programs. These responsibilities include organizing and directing the work of field staff responsible for providing mental and dental health care for inmates in the Department's institutions within the specified region. As a member of executive management, provides policy guidance and advice to department executives, including the Chief Deputy Secretary, Division of Correctional Health Care Services and Secretary, California Department of Corrections and Rehabilitation (CDCR) on proposed administrative actions and policies.

Duties include, but are not limited to:

- Directly supervises the Health Care Managers, including providing administrative leadership such as overseeing the performance of the Health Care Managers and providing direction to the Dental and Mental Health programs. In addition, provides administrative supervision and direction to 15-20 custody, clinical, and administrative support staff. Responsible for assessing on an ongoing basis the types and levels of staff available within the region and how that fits within the statewide health care

delivery system. Monitors recruitment and hiring. Manages the resources and budget for regional health care operations. Meets with union representatives to resolve labor problems and responds to staff grievances. Works with the managers and staff in all functional areas to coordinate resources for the region.

- As a member of the Division management team, develops, implements, and makes policy recommendations relative to the efficient and effective administration of statewide mental health and dental operations. The Regional Administrator develops and implements policy decisions; develops priorities for their region; implements standards and procedures; ensures a continuum of care; and ensures that each health care facility complies with all Federal and State laws and regulations and departmental policies, standards, and guidelines. The Regional Administrators make policy decisions and recommendations that will have statewide impact as to which services will be decentralized and which will be available on a regional or statewide basis. They meet, advise, and consult on statewide and regional policies with stakeholders such as mental health, dental, and medical management staff; State and Federal agencies related to the Plata, Coleman, and Perez court orders; private sector community based health care firms, and contract agencies.

- Ensures that each health care facility within the region implements and remains in compliance with Federal and State laws and regulations, Department policies, standards and guidelines, court mandated procedures, and regulations regarding employee health, safety, discipline, performance, and accountability. Provides program support for individual institutions through designated and trained teams. These teams provide direct clinical policy training, guidance and support for the institution programs. The ultimate goal of this support is full and ongoing compliance with governing policy requirements.

- Coordinates with other CDCR divisions to ensure inmates get appropriate health care within the security constraints necessary to protect the public and to ensure a continuum of care when inmates are released on parole.

- Responds to inmate appeals; monitors incident reports; responds to media contacts regarding sensitive or high publicity cases; addresses public groups, local governments and law enforcement agencies; and coordinates responses to inmate correspondence.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Parole Administrator I, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to

communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

- Demonstrated abilities in communicating effectively both orally and in writing; and in representing the Department with various stakeholders such as Legislators, local government and law enforcement agencies, community leaders, bargaining units, advocacy groups, the public, and court monitors.
- Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
- Ability to analyze complex problems, recommend and initiate effective courses of action and develop and implement policies and procedures as appropriate.
- Knowledge of management and operations of the health care delivery system, including regional field operations, out-patient clinics, and re-entry and community care facility operations.
- Broad and extensive administrative experience in the development and implementation of statewide health care delivery system program policies and procedures.
- Knowledge of federal, state and local laws and regulations, and court mandates pertaining to health care services, and experience in managing a budget.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Regional Administrator - Bakersfield, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

A preliminary review of all applications will occur following the final filing date. Candidates with the most desirable qualifications, based on predetermined rating criteria, will have their Statement of Qualifications submitted to an executive screening committee.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL**

BE ELIMINATED FROM THE EXAMINATION.

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and  
Appointments

P.O. Box 942883, Sacramento, CA 95691

Toni Dodds | (916) 322-9223 | [toni.dodds@cdcr.ca.gov](mailto:toni.dodds@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Executive Recruitment and Appointments, 1515 S Street, Room 108N, Sacramento, CA 95811.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>